

CITY OF SAN DIEGO – LOAN APPLICATION CHECKLIST			
Applicant's Name		Date:	
Loan Program			

- ☐ Applicant Information Sheet
- ☐ Personal Financial Statement(s) for all Borrowers/Guarantors
- ☐ 3 Years Personal Tax Returns for all Borrowers/Guarantors
- ☐ Current interim business financial statements with Balance Sheet and Income Statements
- ☐ Debt Schedule that matches interim Balance Sheet
- ☐ Accounts Receivable Listing/Aging that matches interim Balance Sheet
- ☐ Accounts Payable Listing/Aging that matches interim Balance Sheet
- ☐ Most recent three years of business tax returns
- ☐ Executed Purchase Agreement and Escrow Instructions
- ☐ Business History/Plan
- ☐ Credit Authorization for all principals/guarantors/spouses
- ☐ For United States citizens, copies of one of the following:
 - ☐ State Driver's License or State ID Card
 - ☐ Numbered Government Issued Identification of some kind
- ☐ For non-citizens, copy of one of the following:
 - ☐ State Driver's License or State ID Card
 - ☐ Passport with the number and issuing country
 - ☐ Alien Identification card with the number
 - ☐ Number Government Issued Identification which provides evidence of nationality or residence (must contain a photograph or similar safeguard)
- ☐ For non-citizens, copy of one of the following:
 - ☐ Insurance voucher or statement reflecting physical address and name of account holder
 - ☐ Current utility bill reflecting physical address and name
- ☐ INS Form 825 with copy of front and back of green card
- ☐ For all affiliates:
 - ☐ Certificate of Incumbency
 - ☐ Last three years tax returns
 - ☐ Current interim financials with Balance Sheet and Income Statements
 - ☐ Debt schedule that matches balance sheet
- ☐ For ground lease/leasehold transactions - copy of ground lease
- ☐ For bankruptcies:
 - ☐ Copy of the bankruptcy discharge
 - ☐ Written/signed explanation from the borrower regarding the cause for the bankruptcy
- ☐ For Construction loans:
 - ☐ Preliminary cost break down
 - ☐ Information on contractor
 - ☐ FF&E breakdown if applicable
- ☐ For start-up businesses/borrowers relaying on projections:
 - ☐ Projections with narrative to explain and support the borrower's projections

THE FOLLOWING ITEMS ARE NOT REQUIRED, BUT WILL SPEED UP THE PROCESSING OF YOUR LOAN:

- ☐ For Corporations:
 - ☐ Articles of Incorporation
 - ☐ By Laws
- ☐ For LLC:
 - ☐ Articles of Organization
 - ☐ Operating Agreement
- ☐ For Partnerships:
 - ☐ Partnership Agreement
- ☐ Copy of Business License, State and/or Local